

### **KEY POINTS**

**QUALITY:** is the image fading? (Includes text and graphics)

**QUANTITY:** Consumables = enough for one month  
Non-consumables = one class load, based on the peak period

**FONT:** can changing the font size reduce the number of pages in the product without degrading legibility?

**WASTED SPACE:** All pages of test material will be fully utilized to ensure that "wasted space" is kept to a minimum. The only authorized "blank" pages are those needed to ensure the back of test covers and the back of the last page of tests are blank.

**PROFESSIONAL STANDARDS:** Products are produced with the goal of achieving a professional appearance. This includes, but is not limited to the following concepts:

Cover -all test material within SSI will have the standard USASSI cover located in SSI Reg. 350-22, appendix I.

Index (or table of contents) - complex products, that is extracts or products created from multiple sources or have section, chapters or appendices, need to have an index or table of contents.

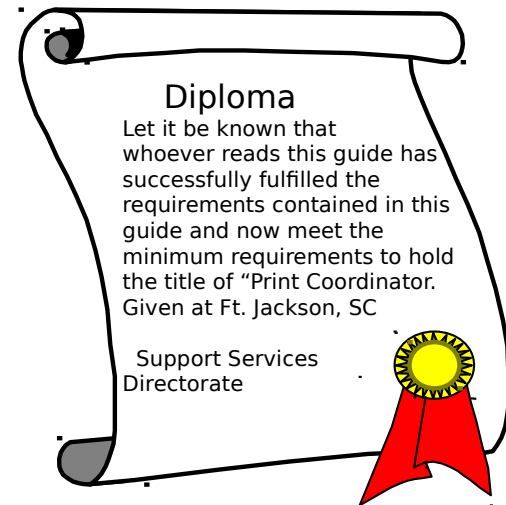
Page numbers - a product cover will not have a page number. Number all other pages in a logical sequence. For extracts or products created from multiple sources, the simplest way to achieve page numbering for the print process is to use a yellow highlighter. The yellow will not be seen in the printing process.

Camera-ready master - products are produced from a camera-ready master. This is always an original set of pages, except in limited instances where an original does not exist. In the drive to achieve digital printing, products that have been created locally should be turned in on a floppy computer disk. Creating documents for digital printing requires attention to detail. Some of the details are:

Forced (or Hard) page breaks - do not allow the software to separate the pages for you. When you reach the bottom of a page, insert a forced page break. Otherwise, you can not be sure a printer that is not attached to your system will separate the pages as you expect.  
Blank pages - where a blank page is intended (in those cases where they serve a good purpose), you must have a blank page in the digital file.  
Margins - ensure that any forms or graphics have sufficient margins to allow for the printing process. If the page is too full, copy and reduce the image.

Single-sided print master -all products submitted for printing will be single-sided originals.

# **USASSI GUIDE FOR**



# **SCHOOL PRODUCT FORMAT AND PRINTING**

**15 April 2006**

Previous editions of this guide are obsolete

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## INSTRUCTIONS FOR PREPARING Test Print Checklist (FJ Form 350-100-56)

<b>1 a.</b>	<b>Who is the POC</b>	Who is requesting this
printing		
<b>b.</b>	<b>Date</b>	Self-explanatory
<b>c.</b>	<b>What school...</b>	Self-explanatory
<b>d.</b>	<b>Phone</b>	Number to contact POC listed in 1a
above		
<b>e.</b>	<b>Bldg Number</b>	Deliveries only to organizations outside
Bldg		10000
<b>2a. Test Number</b>		4-digit file code plus the version.
<b>b. Delivery Date</b>	<u>Minimum</u>	15 working days. Exceptions are on a 'per-
request'		basis and dependent upon current workload and
capability. All		exceptions must be brought to the attention of the
Chief, Test		Control and Reproduction (TCRO).
<b>c. Page Count</b>		Count all pages of the test to include: cover, instruction
page, and		blank pages. (Complete tests must have an ODD
number of		pages
<b>d. Quantity</b>		Number of complete copies. Normally based on the
largest,		single-projected class load. This is the anticipated
number of		students on the day of pick-up, not to be confused with
the		number in one small group.
<b>3.</b>		This portion is designed to guide you through determining
what		additional requirements might exist in order to have a
test product		printed.
<b>Re-supply</b>		"Is this a request for RESUPPLY ONLY?" Place a check in
the		box and you are finished. Annotate if the test product
you are		having printed is used by another USASSI school.
<b>Revised</b>		Total revision is the process of rewriting an existing test
product. If		

N/TR

You must provide the following items when submitting a test for reproduction. Failure to provide these items may result in your product

being returned.

Product Review/Control Sheet specifically for each test or test item (FJ Form 350-100-19, Apr 95)  
Revision to the Student Evaluation Plan (FJ Form 350-100-1-E, Dec 94)

Paper copy of test/test item, Answer Key and Complete test data file on 3.5" disk or CD for digital file (See NOTE below)

Check here

Is this product used by any other school?

YES

What school :

NO

Check here

REVISED

TEST CHANGES THAT DO NOT SIGNIFICANTLY ALTER THE CONTENT OF THE TEST.

You must provide the following items when submitting a test for reproduction.  
Failure to provide these items may result in your product being returned.

Paper copy of page corrected of test/test item  
Complete test data file on 3.5" disk or CD (See NOTE below)

Check here

Is this product used by any other school?

YES

What school :

NO

Check here

**NOTE: Each product (test, supplement, answer booklet) must be contained in one (1) complete, individual, digital file on the disk or CD.**

## PURPOSE

### USASSI GUIDE FOR SCHOOL PRODUCT FORMAT AND PRINTING

1. This guide has been prepared for individuals appointed as Printing Coordinator by SSI schools/activities.
2. Printing Coordinators should become familiar with the contents of this guide. It contains valuable information on how to prepare school products for printing along with examples and references on design tips for performance tests and practice exercises.
3. Schools/activities will ensure that appointed print coordinators are provided a copy of this guide. This guide is a non-consumable product and will be turned over to each new print coordinator when appointed.
4. Suggestions/comments for improving this product may be sent to:

Commander  
US Army Soldier Support Institute  
ATTN: ATSG-TSS  
Fort Jackson, SC 29207-7025

**You may also call 751-8117 or send email to the SSD Test Control Officer/Print Coordinator (call first to get current e-mail instructions).**

Top of the page is called the

**HEAD**

Bottom of the page is called the

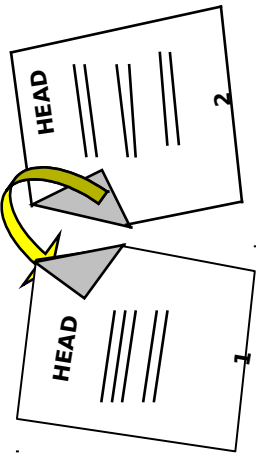
**FOOT**

**PORTRAIT** refers to a page printed 11 inches high by 8.5 inches wide

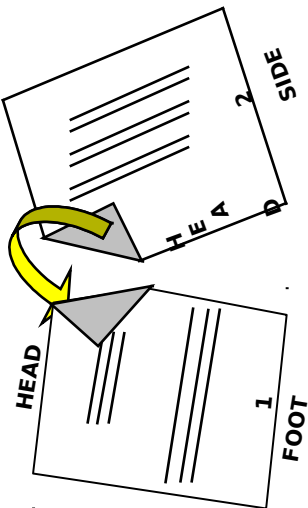
**LANDSCAPE** refers to a page printed 8.5 inches high by 11 inches wide

Each page must have a unique page number located at the physical bottom of the page and written on the

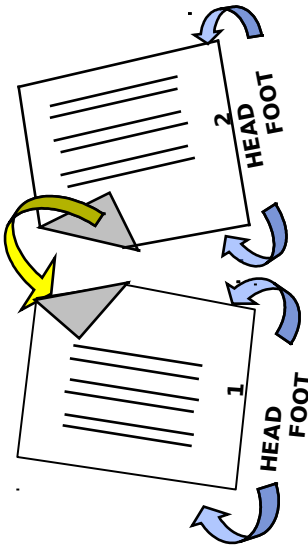
**PRINTING AND DISTRIBUTION DEPARTMENT 350-100-1 (see next page)**  
Originals must be single-sided!



The above pages represent a **PORTRAIT STYLE** format. This method of printing is referred to as **HEAD-TO-HEAD**.



Page 1 represents a **PORTRAIT STYLE** format ; page 2 represents a **LANDSCAPE STYLE** format. This method of printing is referred to as **HEAD-TO-SIDE**.



Both pages represent a **LANDSCAPE STYLE** format. This method of printing is referred to as **HEAD-TO-FOOT**.

## Test Print Checklist

Control Number: **TEST-06-**

1	a	Who is the point of contact?	b	Date:
	c	What school uses this product?	d	Phone:
	e	What building NUMBER is this product delivered to:		
2	a	TEST NUMBER (file code from the Student Evaluation Plan)		
		*The requested delivery date must be at least 15 work days after the request is submitted.		
b		Requested Delivery Date:	c	* Page Count:
			d	Quantity:

3

Requesting Test Control Officer:

Print Name and School \_\_\_\_\_

Signature \_\_\_\_\_

Is this a request for RESUPPLY ONLY?



YES

NO

Put a check mark in this box

Is this test NEW-or-TOTALLY REVISED?

YES

NO

GO TO the block marked N/TR on the reverse side of this form.

GO to the block marked REVISED on the reverse side of this form.

FJ FORM 350-100-56, SEP 98 (REV APR 06) Previous editions of this form are obsolete (ATSG-TD)



## INSTRUCTIONS FOR PREPARING

### Requisition for Local Duplicating Service (DD Form 844)

#### Date of Request

Date DD Form 844 is submitted to the Test Control and Reproduction Office (TCRO).

#### Date Required

Date you wish to retrieve the completed product from the TCRO. You

**MUST** plan a minimum of 10 working days for non-test material, and 15 days for ALL test material. \*Special requirements must be cleared through the Chief, TCRO.

#### Job Number **LEAVE BLANK: this block is used by TCRO ONLY** Organization

What organization **USES** the product (ie., AGS, AGS AIT, SSD, FIS, FI AIT, NCOA, RRS, TSB, 369 AG Bn). **NOT** your unit of assignment.

#### Building

Building number where this product will be delivered.

#### Room No

Only needed for customers not in Bldg 10,000 to whom TCRO delivers products.

#### Deliver To **LEAVE BLANK: this block is used by TCRO ONLY** For Reference Consult

Person most knowledgeable about or responsible for the product.

#### Telephone Number

What number TCRO can call to alert you to problems or to pick-up.

#### Person to call if to be picked up **Self explanatory** (DO NOT enter "SSD Print Coordinator", This block is for the POC of the request)

#### Telephone Number **Self explanatory**

#### Title, Form No., Etc.

Title or topic of product (Use Form number for approved forms)

#### Classification

Either Unclassified or Other (Academic Security) (Classified is not authorized)

#### No of Originals

Original = 1 side of 1 page (all originals **MUST** be single-sided)

\*Count blank pages

#### No. of copies each

How many copies of the complete product do you want printed

#### Disposition of Originals

Originals will always be returned (except test instruments will be filed in the TCRO)

#### Type Reproduction

Xerographic (Offset is not available)

## INSTRUCTIONS FOR PREPARING

### Requisition for Local Duplicating Service (DD Form 844)

#### Print

As identified on FJ Form 25-30-1 (Printing Instructions) which **MUST**

accompany a product of 3 or more originals

#### Finished Size

Standard is 8.5" x 11". Indicate specific size needed (i.e. programs are usually finished (folded) to 5.5" x 8.5")

#### Paper

White (color paper not available)

#### Ink

To indicate color copies, mark Other and write in "Color" (**COLOR PRINTING IS LIMITED TO 10**)

#### Collate (sort)

When there are more than two pages to each copy of the product, one of these blocks must be marked.

Collate **YES** means each copy of your product is assembled like the

master copy.

Collate **NO** means the copies of each page are stacked together.

#### Staple

Standard is Upper Left Corner. Stapling in any other position **MUST** be indicated in Block 7h (see #24 below).

#### Additional Specifications

Special requirements are indicated here. (i.e. three-hole punch, special binding or assembling, etc...)

#### Print Control No.

Issued by the computer log-in system. You must record the number in the

Additional Specifications block. You need to also record the number for

yourself, in case you need to ask for the status of the job.

#### Printed Name of Requestor

Only an authorized Printing Coordinator may complete this block. Authorized Printing Coordinators are delegated in writing. This authorization **MUST** be on file in the TCRO.

#### Signature

Signature of the authorized Printing Coordinator named in block 8a. (See

#26 above)

#### Signature of Printing Control Official

**LEAVE BLANK: this block is used by TCRO ONLY.**